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Missouri Division of Workforce Development services
or Missouri Career Center locations
at www.ded.mo.gov/wfd
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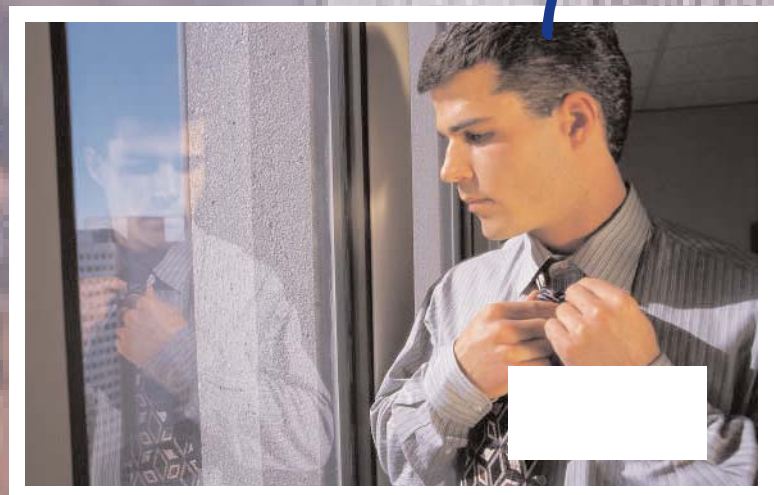
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Where do you see yourself?

*Choosing
Your
Occupation*



Guidelines for Entering the Labor Market

A Quick Overview

By now, if you have followed the guidelines suggested in the preceding pages, you should have some general ideas about how to approach an occupational choice.

You will have developed the following information:

- What occupations interest you the most.
- What, if any, additional training is needed to qualify.
- How to get additional career information.
- What to expect in salaries and opportunities for advancement.
- How to relate education, previous job experience, school and extra-curricular activities and other personal data to occupations that interest you.
- How the Workforce Development office nearest you can help you.

You have now explored some facts about yourself that will help you in Choosing Your Occupation.

So, when you're looking for summer or part-time work, or a full-time job, or perhaps you're undecided about occupational choices and need further assistance – try the nearest Missouri Division of Workforce Development office.

They'll do all they can to help you get you the job you want.

The Missouri Division of Workforce Development does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Look before you leap . . . **GUIDELINES** and a **SELF-INVENTORY**

Choosing an occupation is serious business. A decision made too quickly may find you doing work you do not like or cannot do well. As a result, you would be unhappy.

The Missouri Division of Workforce Development has developed guidelines and a self-inventory to help solve that problem and answer questions you may have. Both the guidelines and the self-inventory are located in this pamphlet. They are based on the knowledge and experience gained by Workforce Development being in daily contact with the many young people seeking guidance in making their vocational decisions. Also taken into account are the considerations employers have in hiring people.

Read this pamphlet carefully. Take your time and weigh all the facts. Your future course will depend largely upon the wisdom of your occupational choice.

There may be many fields of work that are right for you and others that are wrong. We all differ in some respects, and, thank goodness, aren't suited for the same types of work. However, most of us have talents and abilities that apply to a number of occupations. You need to discover which of those occupations is best for you.

To help you make that discovery, one of the first things to consider is your interests. What kind of work interests you most? What do you enjoy doing? What do you think you'd enjoy doing? Your answers to these questions hold an important key to your future as a member of the labor force.

The following checklist may be helpful in deciding which work area or areas hold the most interest for you. Although only a few jobs are represented, those listed will help give you an idea where your interests fall. If you find that you are interested in more than one work area, list them in order of your preference.

If work areas that are of interest to you are not mentioned, make a note of them for future reference in the space provided. The checklist will play an important role in the development of a vocational plan.

Your Interest Areas May Reveal Some Important Facts

If you had to select one or more of the following jobs, which do you think would be the most interesting? Check the examples of jobs that may be of interest to you and number them in order of preference. If you are interested in a job that isn't listed here, write it in the appropriate group in the space provided.

Group A	Group B
indicates that you probably have an interest in mechanical things – that you like to work with your hands and use tools and machinery:	indicates an interest in numerical work – a liking for figures and mathematical calculations:
<input type="checkbox"/> Auto Mechanic	<input type="checkbox"/> Bookkeeper
<input type="checkbox"/> Shop Apprentice	<input type="checkbox"/> Bank Teller
<input type="checkbox"/> Welder	<input type="checkbox"/> Accountant
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Reading Material: Occupations

To obtain additional information about occupations, your nearest Workforce Development office has the following reading materials available:

Guide to Occupational Exploration assists an individual to see himself or herself more clearly in relation to the world of work. The “Guide” organizes over 20,000 jobs into 12 interest areas, 66 workgroups, and 348 subgroups. These provide information about interests, aptitudes, physical demands, preparation needed, and other occupational requirements that can be compared with the information an individual has about himself or herself.

Occupational Outlook Handbook highlights the education and training requirements, wages, working conditions, and employment outlook for more than 850 occupations including many professional jobs.

Missouri Employment Outlook highlights anticipated growth replacement needs by industry and occupations. Kansas City and St. Louis areas have separate employment outlooks available at Workforce Development.

After finding an occupation that interests you, the pamphlet, “How To Sell Yourself To A Future Employer” will be of enormous help. The nearest Workforce Development office will supply you with a copy at no charge.

Some occupations for those who have graduated from high school and who have also had additional vocational or technical training:

- Painter/Plasterer
- Real Estate Salesperson
- Auto Mechanic
- Typesetter
- TV or Radio Service Technician
- Plumber
- Beautician
- Skilled Construction Worker

Some occupations for those with a college degree:

- Nursing
- Counselor
- Accountant
- Laboratory Technician
- Engineer (Civil, Electrical, etc.)
- Computer Programmer
- Technical Writer/Illustrator
- Life Scientist (Ecologist, etc.)

Any type of work experience would be helpful to you.

Besides providing an insight into the world of work and a way of earning money, summer or part-time work also offers the opportunity (1) to try out your interests and aptitudes, (2) to learn working conditions and (3) to ease the transition from school to a full-time job.

Having an alternate occupational plan is a good idea. Many factors can influence occupational plans and make a change in those plans if necessary. A second or even third check of your work interests, education, training, job experience, and other personal data will help guide you to an alternate plan.

Remember:

- Study many occupations before choosing one to focus on.
- Study the many aspects of the occupation that interests you.
- Consider where a certain job will lead. It may be all right now, but where will it be in five years or ten years?
- Get the necessary training for the occupation you choose. If necessary, plan on a part-time job while getting an education in your chosen profession.

<p style="text-align: center;">Group C</p> <p>represents a few jobs which could be classified as “technical”, and usually reflects an interest in work of a scientific or engineering nature:</p> <p><input type="checkbox"/> Chemist</p> <p><input type="checkbox"/> Physical Therapist</p> <p><input type="checkbox"/> Dental Hygienist</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p style="text-align: center;">Group D</p> <p>indicates a preference for working with people – the selling or promotional occupations:</p> <p><input type="checkbox"/> Automobile Salesworker</p> <p><input type="checkbox"/> Sales Clerk</p> <p><input type="checkbox"/> Retail Store Manager</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p style="text-align: center;">Group E</p> <p>indicates jobs that are clerical in nature – showing an interest in office work and business procedures:</p> <p><input type="checkbox"/> Secretary</p> <p><input type="checkbox"/> File Clerk</p> <p><input type="checkbox"/> Typist</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p style="text-align: center;">Group F</p> <p>indicates artistic interests – a liking for creative activities. Dramatic and literary jobs could also be listed in this group:</p> <p><input type="checkbox"/> Musician</p> <p><input type="checkbox"/> Commercial Artist</p> <p><input type="checkbox"/> Wood Carver</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p style="text-align: center;">Group G</p> <p>indicates an interest in working out of doors on your own:</p> <p><input type="checkbox"/> Forest Ranger</p> <p><input type="checkbox"/> Truckdriver</p> <p><input type="checkbox"/> Landscape Architect</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p style="text-align: center;">Group H</p> <p>indicates a preference for working with words and ideas as well as with people:</p> <p><input type="checkbox"/> Lawyer</p> <p><input type="checkbox"/> Minister</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

The chart below lists the abilities that everyone has, only in differing degrees. It will help give you a broad picture of your own abilities and aptitudes, and will indicate your capacity for learning and doing different kinds of work.

Workforce Development uses aptitude tests to help measure most of the abilities shown in the chart. This chart, along with other information about yourself, can help you decide the best areas of work for you to enter.



Job seekers who have access to the Internet can visit on-line at: www.greathires.org. Job seekers can self register, search for job openings that match their skills, abilities, and interests; refer themselves on many orders; and access labor market information for all areas of the state.

There are a number of other places and people in your area that are worthwhile sources of occupational information:

- School Counselors
- Men's and Women's Service Clubs
- Visits to Places of Work
- Vocational School Classes
- Business, Industrial and Professional Men and Women
- Public and School Libraries
- Friends and Relatives
- Chamber of Commerce

Education

You will find that many "first" jobs in a number of vocational fields require a high school education or its equivalency. Some require high school plus some vocational or technical training, others require a general college degree, while still others require both college and graduate degrees. That is why it is very important to know, while you are still in high school, the general direction in which you are headed.

The following are examples of various occupations in relation to the amount of school required or preferred:

Some occupations for those who have graduated from high school:

- Telephone Operator
- Automobile Salesworker
- Stenographer
- Typist
- Hospital Attendant
- Sales Clerk
- Bank Teller
- Inventory Clerk

The world of work is always subject to change. There is more to the question of opportunity than meets the eye. New inventions, new enterprises and new industries enter the picture constantly and new jobs spring up or change completely. For example, think of all the jobs that have come about as a result of the development of the aircraft, automobile, chemical and electronics industries; think of all the new jobs that will be available next year due to innovations in the work world this year.

On the other hand, while industrial development creates new kinds of jobs, it may cause others to die out. As a result, some skills needed today may become obsolete, perhaps within the span of your working life.

In order to make a wise occupational choice, you need to examine the questions of opportunity from all sides.

Ask Yourself These Questions

- What are the immediate and future prospects of employment in the occupations that interest you or that you are capable of learning?
- What are the educational and other requirements for beginners in the choice of work that interests you?
- What is the range of salaries or wages? The general job setting? The opportunities for advancement?
- Where do the employment opportunities exist? In your local area?

Where You Find the Answers

A visit to the nearest Workforce Development office should be on the list of your fact-finding search. Many Workforce Development offices have staff who can help you explore the opportunities open to you and see how they relate to your interests, needs, experience and aptitude. Workforce Development personnel do all they can to help you find the job best suited to your individual needs. In addition, you will find reading materials about a variety of occupations. (Some reading resources are listed on page 11.) Additional information regarding employment and training in Missouri may be found on the Internet at: www.ded.mo.gov/wfd.

In addition to your interests and general ability, you very likely have many other qualities that relate to vocational choice. Your school courses and grades, hobbies, part-time jobs, sports and extra-curricular activities, aptitudes, personal and physical characteristics, and your likes and dislikes offer clues as to what occupations to consider.

A self-inventory can help bring “the real you” into focus. Complete the following inventory as openly and honestly as possible. No one need see it except you. You want the self-inventory to reflect an accurate picture of who you really are. Try to be objective. After you have decided on its implications, keep the self-inventory for future reference. In a few years, you may feel the need to update it.

Self-Inventory

EDUCATION

Course studies _____

School subjects you did best in _____

School subjects you most enjoyed studying _____

Why you enjoyed them _____

School subjects you disliked studying _____

Why you disliked them _____

List the extracurricular school activities you especially like to take part in, and the reason why _____

PERSONAL DATA

List your outstanding abilities, talents and strong points _____

List your weak points _____

How well do you get along with other people – your parents, friends, teachers, etc.? _____

What personal satisfaction would you like to derive from work? _____

What other information do you feel would be of interest to a prospective employer? _____

Why would this interest him/her? _____

JOB EXPERIENCE

List jobs that you have held that you liked best _____

What was there about them you liked best? _____

HOBBIES

List the hobbies and leisure activities that you especially like, and the reasons you enjoy them _____

List any additional hobbies you think you would like to have and the reasons why _____

HEALTH

List any physical characteristics which may influence occupational choice _____

Occupational Choice

Considering all of the above information, list the three jobs which you feel at this time would be most interesting to you and which you can do or can learn to do. List them in order of your preference.

1. Name of job _____

Why interested? _____

2. Name of job _____

Why interested? _____

3. Name of job _____

Why interested? _____

If you could have your choice of any job, which one would you choose?

List a few of your personal ambitions and why you want to achieve them _____
